

than two persons. **Domestic rentals** (within the 50 United States) – insurance is not reimbursable. **International rentals** (outside 50 United States) – Refer to PPM49 to determine the insurance coverage that is reimbursable. Written approval of the Department Head prior to departure is required. Actual contract cost or less are paid with receipt.

PARKING:

Airport Parking Contracts:

Baton Rouge Airport: actual expenses will be paid up to a maximum daily allowance of \$3.50. No receipt required. Baton Rouge airport parking lot requires parking coupon or flight itinerary. At the agency discretion an employee may be paid actual expenses up to \$5.00 per day with receipt. (Outside fenced parking lot, not parking garage).

New Orleans Airport – Park'N Fly: The state's contract rate is \$5.50 per day, \$32.50 weekly at Park'N Fly (no receipt required). Park'N Fly requires agency issued photo ID, business card, state issued corporate card or flight itinerary. At the agency discretion an employee may be paid actual expenses up to \$8.00 per day with a receipt.

For areas other than the above contracts:

Up to \$5.00 can be reimbursed without a receipt. Anything over this amount must have a receipt.

TAXI: (Airport limousines, etc.)

\$15 per day without receipt

Excess of \$15 per day requires receipt equal to total daily amount

REIMBURSEMENT FOR OTHER EXPENSE

TELEPHONE:

Official State Business:

For charges over \$3.00, you must have a receipt. All communication expenses shall be relative to official state business and should be so indicated on the travel expense voucher.

Internet Access charges for official state business from hotels or other travel locations are treated the same as business telephone charges. (Receipts Required)

Personal Calls:

Domestic Overnight Travel: up to \$3.00 in personal calls upon arrival at each destination and up to \$3.00 for personal calls every second night after the first night if the travel extends several days.

International Travel: up to \$10 in personal calls upon arrival at each destination and up to \$10 for personal calls every second night after the first night if the travel extends several days.

BAGGAGE TIPS:

Hotel Allowances – Not to exceed \$1 per bag for a maximum of three (3) bags. Tips may be paid one time upon each hotel check-in and one time upon each hotel check-out, if applicable.

Airport Allowances – Not to exceed \$1 per bag for a maximum of three (3) bags. Tips may be paid one time for the airport outbound departure trip and one time for the inbound departure trip.

Valet parking tips: not to exceed \$2.00 per day.

INTERNATIONAL

Prior approval must be granted by the Commissioner of Administration. The request must include a detailed account of expected expenditures, the funding source and an assessment of the adequacy of this source.

Reimbursement will be at the **Tier IV** rate for lodging and meals, unless U.S. State Department rates are requested and approved by the Commissioner of Administration prior to departure. Receipts are required for lodging and meals over the allowed rate.

WAIVERS

The Commissioner of Administration may waive in writing any provision in PPM 49 when the best interest of the state will be served.

PLEASE REVIEW PPM 49 THOROUGHLY BEFORE MAKING YOUR TRAVEL ARRANGEMENTS TO ENSURE COMPLIANCE AND FOR PROPER REIMBURSEMENTS.

CONTRACTED TRAVEL AGENCIES

TQ3 NAVIGANT INTERNATIONAL d/b/a

LOUISIANA TRAVEL SERVICES

BATON ROUGE (225) 930-6700 OR (888) 930-6700

Fax (225) 930-6666

email: Information@LATravel.com

TQ3 NAVIGANT INTERNATIONAL

NEW ORLEANS (504) 565-5145 OR (888) 239-1755

Fax (504) 523-1302

email: Information@LATravel.com

LA. TRAVEL SERVICES LSUMC

SHREVEPORT (318) 675-4389 OR (866) 675-4500

Fax (318) 675-8451

email: SHVTravelOffice@LaTravel.com

ATLAS 24 HOUR EMERGENCY SERVICE 1-800-215-7653

After 5 p.m. and on weekends. This service is for emergency travel only. It is not for booking advanced travel.

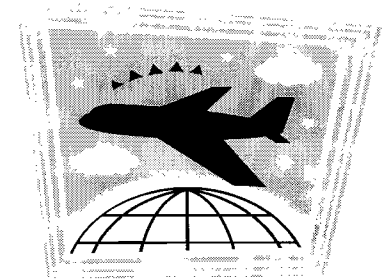
TRAVEL TIPS

1. Plan ahead. If you have a unique situation coming up and are unsure what is the proper protocol or method to handle something, call your Travel Coordinator and ask. Many questions can be answered by visiting our web site.
2. Submit Travel Authorization and request special approvals prior to travel taking place.
3. Obtain all necessary signatures before submitting the expense account for processing.
4. Attach all required receipts to the expense account.
5. Adequate justification should be provided for any unusual expense.
6. Foreign exchange rate should be provided for international trips.
7. Turn in Travel Expense Account immediately upon returning from trip to ensure timely reimbursement.
8. Attach a copy of the Travel Authorization if single trip or conference/convention.

LOUISIANA STATE EMPLOYEES FISCAL YEAR 2006 - 2007

POCKET GUIDE TO TRAVEL REGULATIONS

For more detailed guidelines,
refer to PPM No. 49 - General
Travel Regulations
(Effective July 1, 2006)



Web Site:

www.doa.Louisiana.gov/osp/travel

Prepared by:

**Division of Administration
La State Travel Office**

**STATE TRAVEL OFFICE
P.O. BOX 94095
BATON ROUGE, LA 70804-9095
225-342-6322**

GENERAL:

TRAVEL AUTHORIZATION:

All travel must be authorized and approved in writing by the head of the department, board, or commission from whose funds the traveler is paid.

Cash advances - at the agency's discretion, may be allowed for reasons listed in the 2006 - 2007 Travel Guide.

All claims shall be submitted on Form BA-12 (or agency approved form). It must be signed by the person claiming reimbursement and approved by his/her immediate supervisor and the agency head or their designee. Date and hour of departure from and return to domicile must be shown.

Single Day Travel: Meal are not eligible for reimbursements on single day travel. This means that when an authorized traveler of the State is in travel status where no overnight stay is required, no meals are eligible for reimbursement. Each Department Head or their designees are to determine the reasonableness of when an over night stay is justified. However, the Department Head will be allowed to authorize Single Day Meal reimbursements on a case-by-case basis or by type(s) of single day travel when it is determined to be in the best interest of the department. In those cases the department must keep the approvals in the travel file and **must be responsible** to take appropriate steps to report the reimbursement as wages to the employee. If a Department Head or their designee determines that Single Day Meals will be provided for, they must follow the following allowances:

To receive any meal reimbursement on single day travel, the employee must be in travel status for a minimum of 12 hours. The maximum allowance for meal reimbursement for single day travel will be \$24.00.

Breakfast and Lunch: (\$17.00) The 12 hour travel duration must begin at or before 6 a.m.

Lunch: (\$10.00) Requires 12 hours duration in travel status.

Lunch and Dinner: (\$24.00) The 12 hour travel duration must end at or after 8 p.m.

Travel with Over Night Stay: Travelers may be reimbursed for meals according to the following schedule.

Breakfast: When travel begins at/or before 6 a.m. of the first day of travel and extends beyond 9 a.m. on the last day of travel, and for any intervening days.

Lunch: When travel begins at/or before 10 a.m. of the first day of travel and extends beyond 2 p.m. on the last day of travel, and for any intervening days.

Dinner: When travel begins at/or before 4p.m. of the first day of travel and extends beyond 8 p.m. on the last day of travel, and for any intervening days.

Meals Allowance – Including Tax and Tips

Receipts are not required for routine meals within these allowances.

Partial meals such as continental breakfasts or airline meals are not considered meals. If meals of state officials on actual exceed these allowances, receipts are required.

Routine Lodging Allowances: Employees will be reimbursed lodging rates, plus tax and any mandatory surcharge. Receipts are required.

For lodging rates only, the inclusion of suburbs shall be determined by the department head on a case-by-case basis.

Department head approval must be provided to allow lodging expenses to be direct billed to an agency.

Conference Lodging Allowance: Employees will be reimbursed lodging rate, plus tax and any mandatory surcharge. Receipts required. Travelers may be reimbursed expenses for conference hotel lodging per the following rates, if the reservations are made at the actual conference hotel or multi-hotels offered in conjunction with the conference. In the event the designated conference hotel(s) are unavailable, a Department Head may approve to pay actual hotel cost not to exceed the conference lodging rates for other hotels located near the conference hotel.

No reimbursements are allowed for functions not relating to a conference, i.e. tours, dances, golf tournaments, etc.

	Tier I
Breakfast	\$7
Lunch	\$10
Dinner	\$14
	\$31

<u>LODGING</u>	<u>Routine Lodging</u>	<u>Conference Lodging</u>
In-State cities (except as listed)	\$60	\$70
Baton Rouge	\$70	\$80
Lafayette & Slidell	\$60	\$70
Shreveport & Bossier City	\$65	\$75
Lake Charles & Sulphur	\$70	\$75
Gretna, Kenner & Metairie	\$70	\$80

	Tier II
Breakfast	\$8
Lunch	\$12
Dinner	\$17
	\$37

<u>LODGING</u>	<u>Routine Lodging</u>	<u>Conference Lodging</u>
New Orleans	\$100	\$120 State Sponsored \$140 Non-State Sponsored
Out-of-State (exception of the cities listed in Tier III and Tier IV)	\$65	\$140

	Tier III
Breakfast	\$10
Lunch	\$14
Dinner	\$21
	\$45

<u>LODGING</u>	<u>Routine Lodging</u>	<u>Conference Lodging</u>
	\$105	\$140
Atlanta, Cleveland, Dallas/Fort Worth, Denver, Detroit, Fort Lauderdale, Hartford, CT, Houston, Kansas City, Las Vegas, Los Angeles, Miami, Minneapolis/ST. Paul, Nashville, Oakland, CA., Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, Me, Portland, OR., San Antonio, San Diego, St. Louis, Tampa, Wilmington, DE, Puerto Rico, Virgin Islands, all of Alaska and Hawaii, Virgin Islands, Guam, American Samoa		

	Tier IV
Breakfast	\$11
Lunch	\$15
Dinner	\$25
	\$51

<u>LODGING</u>	<u>Routine Lodging</u>	<u>Conference Lodging</u>
Baltimore, Boston, San Francisco, Seattle	\$155	\$155
Chicago, New York City, Washington, DC	\$180	\$180
International Cities	\$180	\$180

MILEAGE:

Reimbursement from official domicile to area of travel based on most direct route. (Mileage is not reimbursable in domicile.)

Mileage shall be reimbursable on the basis of **\$0.40 per mile**.

Mileage shall be computed by one of the following options:

1. On the basis of odometer readings from point of origin to point of return.
2. By using a website mileage calculator or a published software package for calculating mileage. Employee is to print the page indicating mileage and attach it with their travel expense form.

AIRFARE:

All airfares **must** be booked through the contracted travel agency (Navigant International) unless prior approval has been obtained from the State Travel Office. When using the state contracted travel agency, a traveler may choose either state contract airfare or the lowest logical airfare.

The travel agency will fax or e-mail your itinerary/receipt to you. It is important that the travel agency has your current fax and e-mail address.

When Selecting State Contract Airfare traveler must pay by using either the Bank of America Visa Travel Card or the agency's CBA (Controlled Billing Account).

State contract airfares are for official business only. **No personal use**.

Remember – A ticket is not purchased until you confirm your reservations with a credit card.

RENTAL CARS (Receipt Required)

In-State Vehicle Rental. The State has contracted with Enterprise Rental Car for In-State vehicle rentals **which use is mandatory** unless it is documented that the vendor does not have the appropriate size fleet in stock for the date of use.

ENTERPRISE CAR RENTAL: National Account Number: NA1403
RESERVATIONS (24/7) 1-800-RENT-A-CAR OR ENTERPRISE.COM

<u>Out-of-State Vehicle Rentals</u>	<u>Corporate Discount #'s</u>
Avis	A628000
Budget	T243800
Enterprise	NA1403
Hertz	70592
National	5004172
Thrifty	0010176533

Only the rental of compact models is reimbursable, unless non-availability is documented, or the vehicle will be used to transport more